General Faculty Resources & How to Succeed in Academic Medicine at UF

Eric Conde
Associate Dean for Administrative Affairs
Agenda

- Benefit and Retirement Plans
- Outside Activity
- Industry Conflicts of Interest
- Promotion Process at the UF
- Contacts
Welcome to UFCOM-J!

There are a number of useful resources to help get you started:

- Office of Administrative Affairs’ Website
  - http://hscj.ufl.edu/college-of-medicine/administrative-affairs/

- New Employee Information Guide (provided in your offer letter packet)

- InfoGator - Monthly newsletter

- Administrative Affairs’ Office is located on the 4th Floor, Learning Resource Center (LRC)
Health Center Clinical Faculty

- UFCOM-J Clinical Faculty have college-specific ‘paid’ benefit plans
  - GatorCare health (paid premiums)
  - Life - $500,000
  - Accidental death and dismemberment - $150,000
  - Disability - 60% of the monthly salary to a maximum of $15,000 per month

- State & UFSelect plans are also available (employee-paid)

- Contact the UFCOM-J representative for information on benefit plans:
  - Cherise Conte-Bush
    (904) 244-3471
Important Benefit Reminders

➢ New Hires
  • **60** days from hire date to enroll in **benefits**

➢ Coverage start dates
  • Clinical faculty paid benefits - 1st day of hire
  • State of FL supplemental (vision, dental, etc. – vary with pay cycle
  • UFSelect plans- retroactive to hire date **after** enrollment

➢ Annual Enrollment (State of FL and UFSelect Benefits Only)
  • UF Open Enrollment period closed on Friday, November 4th @ 6pm.
  • Coverage changes take effect January 1 of the following year
  • No action in your part if no changes to current benefits
UF Retirement Plans

- SUS Optional Retirement Program
  - Immediate vesting
  - 403(b) tax-sheltered plan
  - 8.14% of gross eligible salary deposited to your retirement account –
    - 5.14% employer contribution
    - 3% employee contribution
  - Allows additional voluntary contributions through plan
  - Health Science Center faculty required to participate
Supplemental Plans
(Voluntary Employee Contributions)

- UF 403(b)
  - Traditional (tax-deferred)
  - Roth (after-tax)

- State of Florida Deferred Compensation (457)
Leave accruing Academic Personnel, USPS and TEAMS employees are eligible for 10 paid holidays each year.

In addition, vacation accruing Academic Personnel and TEAMS employees are eligible for four personal leave days per year (32 hours assuming full time status) to be used during the period of December 26 to December 31 when possible.
Vacation and Sick Leave

- Vacation and sick leave accrual begins at date of hire and is in proportion to your FTE
  - Vacation leave - Fulltime 6.769 hrs biweekly
  - Sick Leave - Fulltime 4 hrs biweekly

- Vacation hours over 352 that are not used by end of the calendar year will convert to sick leave
Vacation and Sick Leave

- How to request leave at UF COM-Jax?
  - Online Leave Request Module
  - You can access the online module by typing the following URL: [http://facultyleave.ufp.ufl.edu/](http://facultyleave.ufp.ufl.edu/). Create shortcut to desktop.
  - You will be able to:
    - Request vacation, sick or any other type of leave.
    - Once you submit a request it is routed to the authorized approver and department administrator.
    - View pending, approved, and canceled requests.
### Leave Information

<table>
<thead>
<tr>
<th>Start Date/Time</th>
<th>End Date/Time</th>
<th># of Hours</th>
<th>Type of Leave</th>
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Indicate the type of leave you are requesting below. More than one type of leave may be entered on the application if used during the same period of absence (e.g., 8 hours of vacation and 2 hours of sick leave).

### FMLA Qualifying Event?

- [ ] Yes
- [ ] No

Type of FMLA Event (If Applicable):

- [ ] Select FMLA Type ----->

### Additional Comments:

This application for leave form should be used to document an employee's absence from work when the length of the absence is 3 days or less. Only one period of absence (maximum) per year.
How to Succeed in Academic Medicine at UF
Outside Activity

- Primary professional responsibility is to the University.

- "Outside activity"
  - Any compensated or uncompensated, which is not part of the employee's assigned duties and for which the University provides no compensation.
    - Private practice, private consulting, employment, teaching, research, business (including managerial interests or positions)

- “Conflict of Interest”
  - Any conflict between the private interests of the employee and the public interests of the UF or the State of Florida
  - Any outside activity or financial interest which interferes with the full and faithful performance of the employee's professional or institutional responsibilities or obligations, including but not limited to conflicts of commitment.
Outside Activity

- Disclosure and Approval Procedures
  - Outside Activities Form
    - Requires department chair and dean’s office approval…prior to engaging in the activity
    - Approval is granted for a specific period of time, not to exceed one (1) year ending June 30th
    - Form must be submitted and re-certified annually by July 1st for each subsequent year for as long as you continue to engage in such activity or have such conflict of interest.
    - An employee's failure to report activities or financial interests, or follow any conditions imposed pursuant to the University's approval of such activities or interests may be grounds for disciplinary action.
Industry Conflicts of Interest

- Industry-sponsored speakers’ bureaus are prohibited.

- Food/Entertainment. COM personnel may not accept meals or gifts if sponsored or provided by Industry.
  - Exceptions to this prohibition are made for food:
    - Provided as part of an ACCME-approved activity
    - Provided to all attendees at meetings or conferences held by an academic society or other non-profit organization.

- Industry funding may not be accepted for departmental meetings, retreats or social events.

- Industry requesting to support the educational mission of the COM may provide educational grants and gifts to the University.
Industry Conflicts of Interest

- Travel to Meetings/Honoraria for Attendance
  - COM personnel are not permitted to accept travel funds or payment from Industry to attend a meeting or conference
  - Exceptions to this prohibition:
    - reasonable reimbursement for travel to provide contractual services (e.g. consultant) to Industry pursuant to an approved outside activity
    - to view capital equipment *in situ* if the equipment is being considered for purchase or to receive training in the use of the equipment as part of the COM personnel’s University duties
      - Industry pays the monies for the travel to the UF and UF pays the travel reimbursement to the employee
  - Travel for COM personnel attending professional meetings
    - Allowed under grants to the University that by their terms allow for the support for such travel.
Industry Conflicts of Interest/Industry Academic Relations

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- Industry requesting to support the educational mission of the COM may provide educational grants and gifts to the University.
COM Promotion and Tenure Guidelines

http://facultyaffairs.med.ufl.edu/faculty-resources/tenure-promotion/2012-2013-com-guidelines-new/

- Multi-Mission (MM) Track (non-tenure accruing)
  - Faculty members who have assignments in two or more mission areas of research, education, patient care and service
  - Promotion will be based on attainment of *distinction in one mission* which will be the faculty member’s primary mission area of teaching/education, patient care, research or service, as delineated in the annual assignment.
Promotion Process at the UF

- Clinical Faculty
  - Clinical Portfolio
    - Document distinction in patient care
    - Evidence for clinical scholarship is required.
  - Teaching assignment of no less than 10%
    - Educational Portfolio may be completed
      - Required if substantial mission assignment in teaching/education

- Timing of promotion generally at seven (7) years from Assistant to Associate Professor (next slide)
Promotion Timeline to Associate Professor (Multi-Mission Track)

UFCOM-J P&T and APB Discussion
Dr. Angel Kwolek-Folland
Associate Provost for Academic and Faculty Affairs, University of Florida
https://mediasite.video.ufl.edu/Mediasite/Play/92eb2c1be89a4cc4ab6b3712e6d820571d
Contacts

- **Administrative Affairs**
  - Eric Conde, Associate Dean 244-8525
  - Jacci Landichio, Asst. Director 244-8528
  - Cherise Conte-Bush
    - Immigration & Benefits 244-3471

- **Faculty Affairs**
  - Guy I. Benrubi, M.D. 244-3110
    - Senior Associate Dean
  - Eric Conde, Assistant Dean 244-8525
  - Jacci Landichio, Asst. Director 244-8528
Thank You!

Questions?

Administrative Affairs
http://hscj.ufl.edu/college-of-medicine/administrative-affairs/